



OCA Student Advisory Board Charter

Article I: Name

The Name of the organization shall be the Office of Climate Action Student Advisory Board (SAB).

Article II: Purpose

The purpose of this organization shall be to provide communication between the Office of Climate Action and the Rutgers University Student Body. The SAB shall promote the student's interests with regard to climate action and sustainability at Rutgers. Members aim to build a coalition of students whose skills and talents make sustainable changes for the campus and community.

Article III: Membership

Section 1: Structure. Membership will be composed of student representatives across Rutgers University. There shall be 11 standing members from the 4 Chancellors Units. Camden, Newark, and New Brunswick will each have 3 students: 2 undergraduates and 1 graduate. One position from each of the Chancellor Units will be held for a member from their respective student governments. The student governments will nominate a member which will be confirmed by the Student Advisory Board. Rutgers Biomedical and Health Sciences will have 2 representatives. Additionally, the Student Advisory Board will have 4-8 member-at-large positions as needed from any campus.

Section 2: Terms. The standard term for the Student Advisory Board shall be from August to May, excluding winter break. Before the summer begins, the incoming members can decide whether they would like to hold optional meetings during the summer for onboarding or other projects. There are no term limits.

Section 3: Election of New Members. New members may be elected to the Student Advisory Board in the spring before the start of a new term, or during the year if a standing member position opens. Potential new members of the Student Advisory Board will fill out a membership application form, to be posted on the Student Advisory Board website. Current members of the Student Advisory Board will vote on the admission of new members at the second-to-last meeting of a term. The last meeting of a term will include new and old members to facilitate continuity.

Section 4: Attendance. All members are expected to attend every meeting. Absences may be excused with advanced notice, or, in the case of an emergency, after the emergency has passed. If possible, the absent member should send an alternate. Absent members must review



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meeting minutes in a timely manner. After 3 unexcused absences, the Student Advisory Board may vote to remove a member.

Section 5: Nondiscrimination. Membership does not discriminate based on race, ethnicity, race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity and expression, disability, or any other category protected by law or Rutgers University Policy.

Article IV: Leadership

The structure of the Student Advisory Board is non-hierarchical. At the end of each meeting, one student will volunteer to be Note Taker for the next meeting. The Note Taker transitions to Facilitator for the following meeting. The role of the Note Taker is to take meeting attendance, write the meeting minutes, and send out minutes to all Student Advisory Board members and applicable Office of Climate Action staff. The role of the Facilitator is to lead the Student Advisory Board by setting the next meeting agenda and taking lead responsibility for organization activities between meetings.

Article V: Voting

Actions that require a vote include: adding a new member, removing a member, decisions where consensus cannot be reached, and adaptation of and subsequent changes of this charter. A simple majority is required for a vote to pass. Votes may be taken live, asynchronously, or any combination thereof. If a vote regarding member addition consists of 3 or more candidates, ranked choice voting will be used. All members of the Student Advisory Board can vote, whether they are in a standing or a member-at-large position. The Office of Climate Action staff do not vote.

Article VI: Quorum

When making decisions and voting, the Student Advisory Board must have a quorum of two-thirds of the members present. Office of Climate Action staff do not count towards the quorum.

Article VII: Meetings

Meeting dates and times for the semester will be set at the beginning of each semester and published on the Student Advisory Board website. As possible, meetings will occur every two weeks during the term and last one hour. Meetings may be virtual or in person. Meetings will be recorded when possible and uploaded to the shared drive for members to reference. Meetings will be recorded when possible and uploaded to the shared drive for members to reference. Meeting minutes will be published on to the Office of Climate Action website after every meeting. Special meetings may be convened for *ad hoc* purposes.

Article VIII: History

This charter was adopted on February 23rd, 2023.